

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST

February 28, 2022

The City of Soddy--Daisy, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to the upgrade of signals along Dayton Pike at Montlake Road and Thrasher Pike. The project is funded in part by Surface Transportation Block Grant funds through TDOT's LPDO. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Provide total project management in accordance with TDOT's Local Program Guidelines
 - Provide field survey services of the project area
 - Provide engineering design services to prepare bid/construction documents for the construction of the project
 - Prepare itemized estimate of probable cost using TDOT item numbers
 - Prepare project specifications and bid documents
 - Prepare bid notice
 - Prepare bid advertisement
 - Permit submittal for review and approval to TDOT
 - Utility submittal for review and approval to TDOT
 - Assist City in evaluation of bids and recommendation for contract award
- Construction Engineering Inspection (CEI)
- Any other services needed to complete the design, right-of-way, and bidding for construction of the project.

Estimated Schedule for Performance of Work

- **NEPA Approval March 2023**
- **Design Approval June 2023**
- **Obligation of Construction Funds December 2023**
- **Bid Advertisement February 2024**
- **CEI Begins April 2024**

Firms may request consideration by submitting a letter of interest along with qualifications to Firms may request consideration by submitting a letter of interest along with qualifications to the City of Soddy-Daisy, Tennessee 9835 Dayton Pike, Soddy-Daisy 37379 Attn: Burt Johnson. All letters of interest and qualifications must be received by the City Manager's Office on or before 11:00 a.m. eastern Tuesday, March 15, 2022. The method of payment for work done by the selected consultant shall be lump sum.

Phase I Evaluation

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- a. Knowledge of the process required by TDOT's Local Program Development Office's Local Government Guidelines
- b. Past experience in the required disciplines with TDOT and other clients.
- c. Past experience specific to resurfacing projects.
- d. Qualification and availability of staff.
- e. Demonstrated ability to meet schedules without compromising sound engineering practice.
- f. Evaluations on prior projects with TDOT and other clients, if available.
- g. Size of project.
- h. Amount of work under contract with TDOT and other clients.
- i. Knowledge of Federal and TDOT CEI requirements

From the letters of interest, Soddy-Daisy will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

Soddy-Daisy will evaluate the top 3 firms on the following criteria (relative weight):

- a. Workload capacity, including amount of work under contract with the Agency. (20%)**
- b. Project Understanding/Technical Approach/Experience working with TDOT (70%)**
- c. Previous experience with the City of Soddy-Daisy if any (10%)**

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the City of Soddy-Daisy. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.